

DFAS-CO 1404.3-PH

THE TRAVELER'S HANDY HELPER



DFAS COLUMBUS

October 2005

TABLE OF CONTENTS
(ALPHABETICALLY BY TOPIC)

ACRONYMS	iv
ACTUAL EXPENSE	13
ADVANCES	2-4
ATM FEES	2, 13
COPIES (NUMBER REQUIRED)	6- 12
DIRECT DEPOSIT/EFT	v, vii, 1, 3, 5, 14
FACSIMILES	v, 1
FOREIGN TRAVEL	12
FORMS UTILIZED (VIEW/PRINT)	5
GENERAL POLICY AND PROCEDURES	1
LAUNDRY/DRY CLEANING	9
LEAVE	10
LODGING	10, 14-17
LODGING TAX	9
LONG TERM TDY/TAD	1, 18-20
MAILING ADDRESSES	vii
MISCELLANEOUS EXPENSES	12
PER DIEM – MEAL ALLOWANCES	20-21
PER DIEM RATES	
COLUMBUS CUSTOMER SERVICE	v
WEB PAGE	vi
POINTS OF CONTACT	v
PRIVATELY OWNED CONVEYANCE	1, 9
RECEIPTS REQUIRED	10-12
REGISTRATION/CONFERENCE FEES	12
RENTAL VEHICLE	11
SPLIT DISBURSEMENT	1, 21-22
SUPPLEMENTAL PAYMENTS	22
TAXABLE TDY/TAD	1
TAX EXEMPTION CERTIFICATES	22
TDY/TAD INDEBTEDNESS	23
TERMINAL MILEAGE (IN/AROUND MILES)	9
TRANSPORTATION	11-12
TRAVEL VOUCHER COMPLETION	6-10
SF 1164 LOCAL VOUCHER	6-7
1351-2 TEMPORARY DUTY VOUCHER	8-10
WEB PAGE ADDRESSES	vi

This pamphlet supersedes DFAS-CO 1404.3-PH The Traveler's Handy Helper, dated October 2003, and is not intended to replace guidance found in the Joint Federal Travel Regulations, Volume 1 (JFTR) or the Joint Travel Regulations, Volume 2 (JTR). The JTR/JFTR may be found on-line at PDTATAC's web site at: <https://secureapp2.hqda.pentagon.mil/perdiem/>. Comments, recommendations or changes to better serve our customers should be addressed to Ms. Terri Loper at commercial 614 693-0810, or via E-mail to: terri.loper@dfas.mil, or by letter to:

Defense Finance and Accounting Service Columbus Center
ATTN: DFAS-PTBFA/CO
P O Box 369015
Columbus, OH 43236-9015

The information provided in this pamphlet is designed to assist travelers in understanding general policies and procedures relating to travel, obtaining advances, submitting travel claim settlement vouchers, payment processes, and handling indebtedness related to travel. The Customer Service numbers listed on page v should be used as a first resource to answer such questions.

This pamphlet is not designed for use by travelers processing travel through the Defense Travel System (DTS).

ACRONYMS USED IN TRAVEL

CTO	(Contracted) Commercial Travel Office (under contract to the Government to provide travel services. Comprised of corporations like LIFCO, Carlson Wagonlit, Crimson Travel, SatoTravel, etc.).
DFAS-CO	Defense Finance and Accounting Service Columbus Center
DSN	Defense Switching Network (formerly Autovon)
EFT	Electronic Funds Transfer (direct deposit of travel payments to bank accounts)
FSN	Fiscal Station Number
GSA	General Services Administration
WinIATS	Windows Integrated Automated Travel System (system used in the computation of travel claims)
JFTR	Joint Federal Travel Regulations (regulation that governs Service Members' travel)
JTR	Joint Travel Regulations (regulation that governs Civilian employees' travel)
PDS	Permanent Duty Station (the place where an employee reports for duty). See the JFTR and/or JTR for the complete definition.
PDTATAC	Per Diem, Travel and Transportation Allowance Committee, (publishes the JTR (civilian) and JFTR (military)).
SRD1	Stanfins Redesign 1 (system used for the disbursement of travel claims)
TDY/TAD	Temporary Duty (travel away from a permanent duty station to perform duties for a temporary period of time, and upon completion of assignment return or proceed to permanent duty station)
TFO	Transaction For Others – (when the Fiscal Station Number (FSN) in the line of accounting is other than 033181 and 033186.)

POINTS OF CONTACT - TDY/TAD TRAVEL

DSN: 869-XXXX

**Deputy Director, Travel Operations Columbus
Chris Mattingly, DFAS-PTBF/CO**

(614)693-0267

CUSTOMER SERVICE:

1-800-756-4571 option 4

614 693-6331 option 4

Chief, Customer Service and Permanent Change of Station, Division,
Karen Lombardo, DFAS-PTBFC/CO

(614)693-0803

Customer Service Supervisor: Wendy Furr (Tutt)

(614)693-0542

Chief, Temporary Duty Travel (TDY) Payments Division,
Terri D.Loper, DFAS-PTBFA/CO

(614)693-0810

TDY Supervisors: Long-term, Debt Management, Advances, TDY/TAD, and Travel Mail:

Debbie Jackson
Marty Montgomery

(614)693-0238

(614)693-0876

TRAVEL VOUCHER SUBMISSION:

FAX 614 693-2553 (ADVANCES ONLY)

FAX 614 693-2727 or 2554 or 2465 (TDY/TAD PAYMENTS ONLY)

E-Mail address: col-travel-claims@dfas.mil

ELECTRONIC FUNDS TRANSFER (EFT) - TRAVEL:

SET UP AND CHANGES:

Carrie Perry

FAX:

(614) 693-4221

(614) 693-2588

Disbursing EFT Payment Tracer/

Checks: Lost, Stolen, and mutilated:

1-800-756-4571 option "3"

HELPFUL WEB SITES (E:MAIL ADDRESSES)

DFAS web site: www.dod.mil/dfas
www.dod.mil/dfas/money/travel/

PDTATAC: <https://secureapp2.hqda.pentagon.mil/perdiem/>

GSA: www.gsa.gov

DFAS Columbus Travel web site:
<https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm>

MAILING ADDRESSES - TDY/TAD TRAVEL

The use of First Class and U.S. Priority mail is recommended for the mailing of all travel claims. The following address should be used to mail all travel correspondence:

DEFENSE FINANCE AND ACCOUNTING SERVICE COLUMBUS CENTER
ATTN: DFAS-PTBFA/CO
PO BOX 369015
COLUMBUS, OH 43236-9015

All travel claims are to be by Direct Deposit/Electronic Funds Transfer (DD/EFT) to the financial institution of choice. Submit a DD Form 2762, for DD/EFT to the address below:

DEFENSE FINANCE AND ACCOUNTING SERVICE COLUMBUS CENTER
ATTN: DFAS-PTBFC/CO
P O BOX 369015
COLUMBUS, OH 43236-9015

or FAX the request to 614 693-2588 or DSN 869-2588.

PLEASE NOTE: If you change your DD/EFT banking information for payroll, you will need to fax a copy to DFAS-PTBFC/CO to update your Travel EFT information.

If a trip is canceled, the travel advance must be returned. The traveler may return the Treasury Check or send a personal check or money order (made payable to **US TREASURY or DFAS-COF&AO**) attached to a copy of the travel authorization/order, to the following address:

DEFENSE FINANCE AND ACCOUNTING SERVICE COLUMBUS CENTER
ATTN: DFAS- ATOCOD/CO
PO BOX 182204
COLUMBUS, OH 43218-2204

Personal checks or money orders to make restitution for travel related indebtedness also need to be made out to **US TREASURY or DFAS-CO F&AO** and mailed to the above address. Please attach a copy of the debt letter to the check or money order.

GENERAL POLICY AND PROCEDURES

Effective September 1, 2005 through December 31, 2005, the POC mileage rate changed to \$0.485 per mile.

The current mileage rates can be found at <https://secureapp2.hqda.pentagon.mil/perdiem/>.

For all travel 12 hours or less there is no per diem entitlement.

Taxable TAD/TDY entitlement for Civilian travelers only:

- a. Travel greater than 12 hours and less than 24 hours;
- b. Long-term travel in excess of a year;

Travel regulations require travel orders/authorizations to be amended when the number of days TDY/TAD authorized is exceeded by 100 percent or 7 days, whichever is less. Example - If TDY/TAD is for 8 days, the traveler may be TDY/TAD for 15 days, including travel time, before an amendment is required. Additionally, official travel may begin as many as 7 days before or after the date indicated on the travel order/authorization before an amendment is required.

DFAS-CO requests that the SF1164 (Claim for Reimbursement for Expenditures on Official Business) be submitted to the travel office on a monthly basis. DFAS-CO requires that all applicable sections be completed to include block 1 and the "Accounting Classification" section.

Because of the vast geographical area serviced by the DFAS-CO travel payment office, SF1164s and settlements are transmitted by Electronic Funds Transfer (EFT) to the traveler's bank account or paid by check, on an exception basis, and mailed to the traveler. **(With the passage of the Debt Collection Improvement Act of 1996 (ACT), Public Law 104-134, EFT is mandatory for all personnel receiving travel payments on or after January 1, 1999.)**

Block 1 of the DD Form 1351-2 tells the travel office how to disburse the travel payment. To ensure your payment goes where you want it to go, be sure Block 1 is completed. If Block 1 is empty, the split disbursement procedures will be used to determine payment disbursement. See "Other TDY/TAD Provisions", Item 7, later in this pamphlet, for more details on the split disbursement procedures. **To take advantage of split disbursement, travelers must first have an EFT account set up for travel.**

Facsimiles are accepted for all TDY/TAD vouchers. See page v for fax numbers.

TEMPORARY DUTY ADVANCES

If a traveler has a Government travel card, the traveler is expected to use an ATM to obtain their travel advance. Personnel using this service will be billed on their personal Government Contract Travel Charge Card account for ALL cash withdrawals obtained from the ATMs, plus a 3.0% or \$2.00, whichever is greater, administrative fee. Employees may be reimbursed for the administrative fees they are billed on any amount up to and including that which otherwise would have been advanced for the travel concerned, by claiming the administrative fee as a reimbursable expense in the remarks section of the Travel Voucher or Sub-voucher (DD1351-2). A Service fee charged for the privilege of using a financial institution's ATM facility is also reimbursable. These fees normally range from \$1.00 to \$2.00. Add this fee to the amount withdrawn and multiply the amount by 3.0% to get the administrative fee, which is reimbursable. Additionally, the service fee is a separate reimbursable amount, which is to be claimed as a reimbursable expense. If an ATM advance is obtained, and the TDY/TAD is canceled, the administrative fee can be claimed on a SF1164 along with a copy of the TDY/TAD authorization/order and cancellation authorization/order.

Travelers who do not have a Government travel card may receive an advance from their servicing travel office. Travel advances obtained from DFAS-CO that are not properly liquidated will receive one advisory letter, and if not settled within 46 days of the return from travel, will be promptly collected from the traveler's pay unless other arrangements have been approved by DFAS-PTBFA/CO.

NOTE: CASH TRAVEL ADVANCES SHALL NOT BE AUTHORIZED UNLESS AN EXCEPTION IS GRANTED. ANNOTATE THE MAXIMUM ADVANCE AMOUNT AUTHORIZED ON THE TRAVEL ORDER. THE STANDARD PRACTICE IS FOR THE TRAVELER TO USE HIS OR HER GOVERNMENT TRAVEL CHARGE CARD TO OBTAIN CASH FROM AN AUTOMATED TELLER MACHINE (ATM).

-PERSONNEL ELIGIBLE FOR A GOVERNMENT CHARGE TRAVEL CARD MAY OBTAIN TRAVEL ADVANCES ONLY VIA ELECTRONIC FUNDS TRANSFER.

-THE SUPERVISOR, IN COORDINATION WITH THE DISBURSING OFFICER, MAY AUTHORIZE CASH ADVANCES IN LIMITED SITUATIONS WHERE NO OTHER PROCESS IS AVAILABLE TO ACCOMPLISH THE MISSION.

-UNLESS OTHERWISE EXEMPTED; ALL DOD PERSONNEL ARE REQUIRED TO USE THE GOVERNMENT SPONSORED, CONTRACTOR ISSUED TRAVEL CHARGE CARD FOR ALL EXPENSES ARISING FROM OFFICIAL GOVERNMENT TRAVEL

-IF APPROVED/AUTHORIZED, EMPLOYEES/MEMBERS THAT ARE EXEMPT FROM GOVERNMENT TRAVEL CHARGE CARD USE MAY REQUEST AN ADVANCE. FOR A LIST OF THOSE EXEMPT FROM GOVERNMENT TRAVEL CHARGE CARD USE SEE DOD FMR VOLUME 9 CHAPTER 3 SECTION 030302.

ADVANCE REQUEST PROCESS

A DD Form 1351-2 is not required for the payment of travel advances. Submit the original (front, reverse and any amendments) of the TDY/TAD order/authorization (DD Form 1610), by mail or facsimile copy, a statement that an advance of funds is requested and a valid mailing address for the mailing of the backup documentation (voucher copies). Additionally, a complete commercial phone number, including area code, an e-mail address if available (especially for travelers located outside the continental United States), and a point of contact in case additional information is needed. **NO HOME TELEPHONE NUMBERS.** Travel orders/authorizations should be faxed to DFAS-PTBFA/CO (for those FSN's processed by DFAS-CO) at least ten days prior to the proceed date, to allow sufficient processing time.

Generally, advances will not be issued for TDY/TAD of one (1) day or for less than \$50.00, unless a registration fee of \$10.00 or more is included.

An advance will not be granted if the employee/member involved has failed, for reasons unacceptable to an approving official, to submit a claim on a previous travel authorization/order under which an advance was paid, or has not made arrangements for settlement of an outstanding advance or overpayment. An employee/member will be informed that any overpayment must be paid in full by the employee/member within 46 days of the return from travel. If the employee/member does not make voluntary settlement of the indebtedness, collection action will be taken via payroll deduction plus a \$15.00 administrative fee and any applicable interest.

Travel advances by check or EFT/DD will be in accordance with the policies set forth in the DoDFMR, Volume 9, per the below scenarios:

Scenario 1: Traveler is offered a Government Contracted Travel charge card but declines

Advance is limited to 100% of "cash transaction expenses", i.e., M&IE; local transit system fares; taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; airplane parking, landing, and tiedown fees; gasoline and other variable expenses covered by the mileage allowance for advantageous use of a POC for official business; and other miscellaneous expenses which cannot be charged. All cash transaction expenses (except M&IE and mileage allowance) must be listed in the remark section of the TDY order/authorization with a dollar amount next to each item.

Scenario 2: Traveler's card was suspended or revoked because of abuse

Authorized 100% of "cash transaction expenses". The authorizing/order-issuing official may authorize an increase to the amount of the above travel advance, up to 80% of the additional cash expenses, i.e., transportation, lodging, car rental, or other travel expenses that ordinarily would be charged.

If the 80% causes a financial hardship, the authorizing/order issuing official issuing the order/authorization may authorize an advance for up to 100% of the estimated expenses for an individual trip or an open travel authorization not to exceed a 45-day period.

Scenario 3: Traveler is not offered a Government Contract Travel charge card and/or use precluded

Authorized 100% of "cash transaction expenses". The authorizing/order-issuing official may authorize an increase to the amount of the above travel advance, up to 80% of the **additional cash expenses**, i.e., transportation, lodging, car rental, or other travel expenses that normally would be charged.

If the 80% will cause a financial hardship, the authorizing/order issuing official issuing the order/authorization may authorize an advance for up to 100% of the estimated expenses for an individual trip or an open travel authorization not to exceed a 45-day period.

It is DFAS-CO policy to process advances 10 workdays prior to the 'proceed on or about' date on a travel order/authorization. Requests for advances should be forwarded at least 10 workdays in advance of the proceed date, if at all possible.

Travelers with travel advances not properly liquidated will receive one advisory letter, and if the advance is not settled in the prescribed time frame, the advanced amount will be promptly collected from the traveler's pay unless other arrangements have been approved by DFAS-PTBFA/CO.

REMINDER: The request for a travel advance must be received at least ten days prior to the date of travel departure.

FORMS UTILIZED

DFAS-CO uses and processes the following forms:

DD FORM 1610 (REQUEST AND AUTHORIZATION FOR TRAVEL OF DoD PERSONNEL) OR ANY ELECTRONIC ORDER/AUTHORIZATION - Used for request of advances and as a required attachment for settlement claims.

DD FORM 1351-2 (TRAVEL VOUCHER OR SUBVOUCHER) - Used for the submission of temporary duty claims and supplemental payments. Can also be used as a continuation sheet if DD Form 1351-2C is not available.

DD FORM 1351-2C (TRAVEL VOUCHER OR SUBVOUCHER) (Continuation Sheet) - Used as a continuation sheet with the DD Form 1351-2 when additional items or space are required.

DD FORM 1351-3 (STATEMENT OF ACTUAL EXPENSE) - Used to claim Actual Expenses when authorized while on official travel. Must be accompanied by a completed DD Form 1351-2.

SF1164 (CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS) - Used for the submission of local/vicinity travel and other miscellaneous expenses when a travel order/authorization is not required. Can also be used with the DD Form 1351-2, as an attachment, for vicinity mileage in the area of a TDY/TAD point.

DD FORM 2762 (DIRECT DEPOSIT AUTHORIZATION) - Used to initiate or change financial institution information you desire travel DD/EFT transactions to be sent to. If used for payroll purposes and you desire your travel deposits to be sent to the same financial institution, please ensure travel is given a copy of this form as payroll and travel systems do **not** interface.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS
(Local/Vicinity Travel): Completion

SF1164 available at the form link on page 5 of this pamphlet or at:
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

- Voucher** Standard Form (SF1164) Original or facsimile copy
- General** **Complete by typewriter, ink or ball point pen
PENCIL WILL NOT BE ACCEPTED.**
- Section 1** Show the complete address of the organization **to which** assigned.
- Section 2-3** Finance and Accounting Office use.
- Section 4a** Complete name.
- 4b** Must include social security number.
- 4c** Complete address is required even if payment is being made by Electronic Funds Transfer (EFT).
- 4d** Include complete duty telephone number.
- Section 5** Finance and Accounting Office use.
- Section 6** Complete this section fully, explaining the nature of expenses being claimed and total amounts of reimbursement being requested. If round trip mileage is being claimed to an alternate duty location and this trip was performed on additional days, only one trip needs to be shown and an annotation as to the dates the same additional trips were made. If reverse side is needed for additional expenses be sure to carry amounts to the front page.
- NOTE:** **In accordance with the JTR, par. C2401-C (for civilian employees), and JFTR, par. U3505-C2 (for military personnel), only miles driven in excess of normal commute to regular place of duty can be reimbursed.**
- Section 7** Include in this section the **TOTAL** amount of the claim. Transfer subtotals from the reverse to the front.
- Section 8** Must have the signature and date of an authorized approving official. The voucher **CANNOT** be processed without this signature!
- Section 9** Needs to be completed when a local Registration/Conference fee is being reimbursed or when local policy requires.

Section 10 Must have the traveler's signature and date.

Section 11-12 For Finance and Accounting Office use.

Accounting This section must be completed by funds certifying official, resource advisor or
Classification person appointed by the organization for funds control. Payment vouchers will be returned if this section is not complete.

NOTE: A STANDARD DOCUMENT NUMBER MUST BE INCLUDED OR CLAIM COULD BE RETURNED UNPAID.

ATTACHMENTS FOR SF1164

Receipts Original or one copy of any item of expense of \$75.00 or more.

SUBMISSION PROCEDURES

Submit the SF1164 as soon as practical after expense has occurred. DFAS-CO recommends submission every 30 days (monthly). If you have several lines of accounting, list them all, with the amount claimed next to each appropriation in the accounting classification block of the SF1164.

--OR--

Submit a separate SF1164 for each different line of accounting. Staple all SF1164s together and number them sequentially, with the total amount to be paid annotated in block 7 of the first SF1164. To allow budget officers to more effectively track the expenditure of their funds, it is highly recommended that SF1164s be submitted for payment every 30 days (monthly). However, in all instances a SF1164 must be submitted for payment no later than 30 days after the end of the fiscal year in which travel was performed. The SF1164 should not be used for reimbursement of fares or mileage for use of POC in connection with TDY travel involving per diem.

TEMPORARY DUTY (TDY/TAD) SETTLEMENTS: COMPLETION

DD1351-2 available at the form link on page 5 of this pamphlet or at:
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

- Vouchers** DD1351-2 Travel Voucher or Subvoucher (Orig. or fax copy)
DD1351-2C Travel Voucher or Subvoucher (Continuation Sheet) (as needed)
- General** Use typewriter, ink or ball point pen only. **DO NOT USE PENCIL**
- Block 1** **MUST BE COMPLETED.** Designate the method of payment. Place an "X" in the box of choice. If Split Disbursement indicate amount. See the back page of the 1351-2, item 1 - PAYMENT on reverse for clarifying statement. Failure to complete this block may result in split disbursement procedures being applied to your payment.
- Block 2-4** **Personal Information**
- Block 5** Place an "X" in the box that indicates the type of travel performed.
- Blocks 6** A current mailing address is required to ensure the advice of payment is mailed to the proper address.

Provide a current e-mail address.
- Block 7** A **complete** duty phone number to include area code. **NO HOME TELEPHONE NUMBERS.**
- Block 8** **Travel order/authorization number.** Obtained from the travel order/authorization.
- Block 9** Include all travel payments applicable to referenced travel order/authorization or **NONE** if not applicable. **DO NOT INCLUDE ATM WITHDRAWALS. USE BLOCK 18 TO CLAIM ATM WITHDRAWALS.**
- Block 11** Complete with permanent duty station information.
- Blocks 12-14** Complete as applicable for PCS claims only.

- Block 15** **Itinerary must be exact!** The date of departure from and arrival at the permanent duty station or other place where official travel begins and ends, and points at which temporary duty is performed, must be shown on the voucher. All overnight stops must be listed in the itinerary. Deviations from the TDY/TAD order/ authorization, such as, all non-government travel to include leave, and return trips home during the TDY/TAD must be accounted for on the voucher. Refer to page 2 (reverse) of the DD1351-2 for the appropriate Means/Mode of Travel and Reason for Stop symbols to be used in blocks 15c and 15d. In block 15e list total lodging cost for each TDY/TAD or enroute location. Use 15f. to claim the number of miles traveled by privately owned conveyance (POC) to and from the TDY/TAD point. On a separate line, show mileage to/from the commercial transportation terminals in 15f. (Indicate dates of leave in the Remarks, block 29.)
- Block 16** Complete this section whenever **ANY** privately owned conveyance is used.
NOTE: FAILURE TO COMPLETE THIS SECTION WILL RESULT IN A ZERO MILEAGE ALLOWANCE.
- Block 17** **Duration of travel. MUST MARK THE APPROPRIATE BLOCK.**
- Block 18** Reimbursable Expenses – Information regarding miscellaneous reimbursable expenses may be found in the Joint Travel Regulations, Chapter 1, Part F, for civilian travelers and in the Joint Federal Travel Regulations, Chapter 1, Part C, for military members. Show all itemized expenses in this block of the travel voucher to include: CONUS/non-foreign and OCONUS lodging taxes. Actual expenses for personal laundry and/or dry cleaning when travel is within CONUS, for civilian travelers: requires at least 4 consecutive nights TDY lodging. For military members: up to an average of \$2 per day-requires at least 7 consecutive nights TDY lodging (Note: not after returning to or arriving at PDS). Mileage within the vicinity of the TDY/TAD point, parking, tolls, taxis, rental vehicle, gas for rental vehicle, personally procured commercial airfare, registration/ conference fees, official local and long distance telephone calls, and other authorized calls, and other authorized miscellaneous expenses. Government charge card ATM fees. For civilian travelers: fees charged by financial institutions for ATM withdrawals only with use of the Government Travel charge card. For military members: fees charged by financial institutions for ATM withdrawals with the use of the Government Travel charge card or fees charged for use of an ATM or personal charge card used by personnel exempt from the requirement to use the Government card for official travel.
- Block 19** For employees/members-List by date the number of meals furnished at no cost to the traveler or included in a registration or conference fee. See item 19 on the reverse side of the DD Form 1351-2, DEDUCTIBLE MEALS for a clarifying statement.

- Block 20** a and b. Traveler's signature and date. The DoDFMR, Volume 9, Chapter 8, requires that the traveler sign the 1351-2 in ink. Travel vouchers will not be processed without this signature and date.
- Block c and d. Supervisor's Signature and date. Travel vouchers will not be processed without this signature and date.
- Block 21** An authorized approving official will sign and date when approving claimed items that are not authorized on the travel order/authorization.
- Blocks 22-28** These blocks are for Finance and Accounting Office use.
- Block 29** Complete this section when employees have taken leave on any given day within the dates of official travel. The number of hours, type of leave and
REMARKS dates shall be shown in this section. Service members will indicate
(ON REVERSE) full calendar date(s) on which leave was taken to include weekends within the dates of official travel. This section can also be used for any clarifying remarks pertaining to the official travel.

ATTACHMENTS FOR DD1351-2 TEMPORARY DUTY (TDY/TAD) SETTLEMENTS:

- Orders/** (Original and one copy or two copies) DD Form 1610 or other travel
Authorizations order/authorization and any amendments to the original order/authorization to include the reverse side of the travel order/authorization.

A DIGITAL SIGNATURE IS NOT APPROVED FOR USE ON A DD Form 1610. Only electronic Travel orders/authorizations approved for Dod use will be accepted(i.e., DFAS order writer)

- Lodging** (Original or copy) A paid itemized receipt is required for all lodging claimed, enroute or at TDY/TAD location. Receipt from hotel, motel, other commercial establishment or government facility.

Rental Vehicles (Original or copy) In accordance with the JTR, par. C2102-B and JFTR par. U3415-B, it is DoD ***mandatory policy*** that travelers use available CTO's to arrange official travel including transportation and rental cars. Exception to the use of CTO's will only be allowed when the authorizing/order-issuing official certifies that a CTO was/is not available to arrange travel. Without such certification, reimbursement is limited to that which the Government would have paid if arrangements had been made directly through a CTO. Further, failure to use available CTO's for official travel arrangements may result in administrative disciplinary action by the employee's/member's command. The use of a rental vehicle should be authorized in the travel order/authorizations (DD Form 1610). After the fact approval may be authorized and approved on the DD Form 1351-2 by having the authorizing/order approving official sign the DD Form 1351-2 and place a remark in Block 29. When an authorized rental vehicle is reserved in advance, it is the traveler's responsibility to ensure he/she is charged only the reserved rate. This information is usually on the itinerary provided by the CTO.

If the traveler is charged more than the reserved rate, an explanation is required on the voucher. Reimbursement for insurance paid by the traveler is not authorized (except overseas).

Receipts are required to support claims in amounts of \$75 or more or in cases where the rental receipt includes charges other than rental fee and tax.

NOTE: Pre-calculation receipts are NOT valid receipts for rental vehicle claims. Traveler must be in possession of final bill from rental agency, which shows proof of payment and itemized expenses.

Transportation (Original or copy) In accordance with the JTR, par. C2207 and JFTR par. U3110, it is DoD ***mandatory policy*** to use CTO's for transportation arrangements. If a traveler purchases tickets from a non-contract travel agency or directly from the carrier, reimbursement is limited to the cost the Government would have paid had the tickets been purchased through a CTO, unless the authorizing/order-issuing official certifies that CTO was unavailable. If the non-availability certification is furnished, travelers are reimbursed the actual cost of authorized transportation, not to exceed the least expensive unrestricted commercial coach fare that meets mission requirements. Further, failure to use available CTO's for travel arrangements may result in administrative disciplinary action by the employee's/member's command. Claims for reimbursement of transportation tickets must be supported with a copy of paid receipts (airline tickets, train tickets, etc.).

NOTE: If traveling in foreign countries, please review the restrictions on use of Foreign Flag Carriers found in JTR, par. C2204-B, and JFTR, pars. U3100-A, item 8 and U3125-C.

Government Procured Transportation (Original or copy) Any transportation paid for by the government through an authorized CTO under contract with the U.S. Government. (SatoTravel, LIFCO, CARLSON WAGONLIT, CRIMSON TRAVEL, etc.).

No reimbursement to a traveler is made for this transportation, because the government has already paid the contractor directly.

NOTE: Per JFTR/JTR, a statement indicating whether transportation tickets are purchased using a centrally- billed account (CBA) or individually billed account (IBA), must be included on all travel authorizations.

DD Form 730 (Original or copy) Cancellation form for government procured transportation issued. Do **NOT** send unused airline tickets with the travel voucher. Turn them in to the issuing activity for DD Form 730 issuance.

Registration/Conference Fees (Original or copy)) Authorization of registration/conference fees must be in the travel order/authorization. List the number of meals per day included in the cost of registration/conference fees. A receipt is required if expense is \$75 or more.

Miscellaneous Expenses (Original or copy) Additional authorized reimbursable expenses that are \$75 or more. If small items of expense, such as gas, tolls, or parking charges are lumped together and are \$75 or more, show on the travel voucher the individual breakdown of expenses. Example, a claim for \$75 in gas would be entered as follows: block 18a = Nov 2-27 block 18b = gas \$16, \$17, \$14, \$11, \$4, \$13; block 18c = \$75.

Foreign Travel If traveling in foreign countries, claim reimbursable expenditures in the currency actually paid. To receive the proper reimbursement, you must claim the expense in foreign currency, the exchange rate on the day the item was purchased, and the bank commission(s) charged (if applicable).

Miscellaneous attachments (Original or copy) Letters approving actual expense or other pertinent letters/forms.

NOTE: CREDIT CARD RECEIPTS CANNOT BE USED AS THE PRIMARY RECEIPT FOR LODGING, RENTAL CAR OR COMMERCIAL TRANSPORTATION (AIRLINE TICKET, TRAIN, OR BUS).

OTHER TDY/TAD PROVISIONS

- 1. ACTUAL EXPENSE AUTHORIZATION (AEA)** – Per Diem is based on the TDY location. Per Diem rates may be found on-line at [https://secureapp2.hqda.pentagon.mil/perdiem/under “Rates”](https://secureapp2.hqda.pentagon.mil/perdiem/under%20Rates). If per diem is found to be inadequate to cover the traveler’s expenses, in accordance with JTR, Chapter 4, Part M (for civilian employees), and JFTR, Chapter 4, Part C (for military personnel), travelers may request authorization for reimbursement on an actual expense basis. AEA may be authorized before travel begins or approved after travel has been performed.

Requests and authorizations for military members/civilian employees for reimbursement on an actual expense basis must be submitted to the proper authority as outlined in JFTR/JTR, Appendix L. When an AEA is given prior to travel, the AEA should be stated in the travel order/authorization, per JFTR and JTR.

- 2. ATM FEES** – **Only those ATM fees incurred for official travel expenses are reimbursable.**

Civilians: In accordance with JTR, par. C1410-A2, only those ATM fees assessed with the use of the Government Contract Travel Charge Card are reimbursable.

Military: In accordance with JFTR, par. U1410-A2, administrative fees for ATM use to obtain money with:

- a. The Government Contract Travel Charge Card; and
- b. An ATM or personal charge card used by personnel exempt from the requirement to use the Government Contract Travel charge Card. For information on personnel exempt from the requirement to use the Government Charge Card, see OSD Comptroller memo of 19 July 2002 and DoD Financial Management Regulation, Volume 9, Chapter 3, available on-line at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf.

ATM cash withdrawals shall be limited to amounts to cover the meals and incidental expenses portion of per diem, plus miscellaneous reimbursable expenses which cannot be charged to the card, such as taxis, local public transportation, tolls, parking fees, and gasoline.

Money **will not** be withdrawn for lodging, car rental or commercial transportation--these expenses can be charged to the Government Travel charge card.

NOTE: Some ATMs disburse only specific denominations of currency, \$20 bills for example. In this case round up your requested amount. The reimbursement of the small additional transaction fee is authorized.

When travel is performed enter the amount of the withdrawal(s) (made on the Government Travel charge card) in block 18 of the DD Form 1351-2, i.e., "ATM withdrawal". In the column titled "amount" enter the amount withdrawn, in this case, \$200. If a bank fee is assessed enter this amount on the next line.

When travel is not performed (TDY cancelled), submit a request for reimbursement on a SF1164. Enter the date funds withdrawn and "ATM withdrawal (amount)" in section 6. If a bank fee is assessed enter this amount on the next line. Also, a copy of the order/authorization and cancellation document must be attached to the SF1164.

NOTE: ATM withdrawal fees **will not** be reimbursed if the transaction occurred more than two workdays prior to the scheduled departure date of the TDY/TAD. Additionally, fees for ATM withdrawals made after the last day of travel are not reimbursable.

3. **DIRECT DEPOSIT / ELECTRONIC FUNDS TRANSFER (DD/EFT)** - Public Law 104-134, the Debt Collection Improvement Act of 1996, (ACT) mandates DD/EFT for all Federal Payments to recipients who become eligible for payments on or after July 26, 1996. Each traveler must apply to start or change direct deposit of their travel payments by completing a revised DD Form 2762, which can be obtained from each Liaison Office or by calling 1 800-756-4571, option 4 to have the form sent to you. **DD/EFT for travel payments does not interface with the payroll DD/EFT information. A copy of the payroll DD/EFT sign up form must be faxed to DFAS-CO Travel to establish the DD/EFT for travel.**

4. **LODGING**

GOVERNMENT QUARTERS

CIVILIAN EMPLOYEES

Use of Government Quarters: JTR, par. C1055, **Civilian employees may not be ordered/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp Gen. 626 (1965)).** In compliance with the requirement for prudent travel when incurring expenses, employees should check for Government quarters availability and are encouraged to use available Government Quarters when TDY is at a U.S. installation. Employees may check to see if quarters are available on that installation through their CTO.

If the agency finds that government quarters are available for TDY to a U.S. installation, the proper authority under JTR, par. C4550-C, may prescribe a reduced per diem rate based on the Government quarters cost. **Reduced per diem rates can only be established before travel begins and are to be stated on the travel authorization.**

Employees are not required to check Government quarters availability in the following circumstances. Government quarters are not available when:

1. TDY/delay is at other than a U.S. installation;
2. An authorizing/order-issuing official determines Government quarters use would adversely affect mission performance;
3. During enroute travel periods; or
4. TDY/delay is less than 24 hours at one location.

Unless a reduced per diem rate is established and authorized on the travel authorization as specified above, reimbursement must be made based on the commercial lodging cost incurred, not to exceed the maximum lodging rate for the TDY site (maximum rate would be different if an AEA is authorized/approved).

SERVICE MEMBERS

The JFTR, par. U1045, states:

A. Members are required to check the Government quarters availability when TDY to a U.S. installation. However, when adequate quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters cost.

B. Government quarters aren't available when:

1. TDY or delay point is to other than a U.S. installation;
2. An authorizing/order-issuing official determines that use of Government quarters would adversely affect mission performance(this doesn't apply to members attending service schools at an installation; officers in grades 0-7 through 0-10 who determine their own quarters availability);
3. During all periods of travel en route;
4. For any TDY/delay of less than 24 hours at one location;

5. When travel is in connection with a PCS:

- (a) and per diem is payable under par. U5105 (MALT plus) [PCS ONLY];
- (b) the member is accompanied by dependents authorized to travel concurrently, and the family unit can't be lodged together in Government quarters at ports of embarkation/debarkation (PCS ONLY); or
- (c) to a ship or an afloat staff homeported OCONUS, the member, accompanied by dependents authorized to travel concurrently, is put on TDY at the homeport awaiting arrival of the ship/staff or onward transportation, and Government quarters aren't available for the family unit; or

6. When a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Documentation

1. A travel order/authorization or voucher must document that quarters are not available by:

- (a) the confirmation number provided by the Service in its registration process;
- (b) the date the attempt to acquire reservations was made and the phone number and point of contact at the billeting office contacted; or
- (c) member certification that Government quarters weren't available on arrival; and

2. Authorization/Approval: When acceptable documentation is provided the authorizing/order-issuing authority must then authorize/approve commercial lodging. This authorization/approval is required for payment. A confirmation number of non-availability/statement of non-availability alone does not allow payment for commercial lodgings. The authorizing/order-issuing official may sign the DD Form 1351-2, Block 21a, and place a remark in Block 29, instead of preparing an amended order/authorization, to approve commercial lodging.

NOTE: FOR COAST GUARD, NOAA, and PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order/authorization.

DOUBLE OCCUPANCY

The traveler is allowed one-half of the double occupancy charge if a room is shared with another Government employee or Service Member on official travel. If a lodging receipt shows a charge for double occupancy, the traveler should provide on the travel voucher the name and organization or employing agency or office of the person sharing the room. If the person sharing the room is not a Service Member or Government employee on official travel, identification of the person sharing the room is not required and the traveler is allowed the single room rate. The traveler is required to provide the single room rate.

DUAL LODGING

When it is necessary for a traveler to retain lodging at one TDY location for other than personal convenience and procure lodging at a second TDY location on the same calendar day, dual lodging may be authorized or approved.

The lodging cost at the second TDY location is used to compute per diem and the lodging for the first TDY location is paid as a miscellaneous expense allowance if approved by the authorizing/order-issuing official.

NOTE: A travel order/authorization that authorizes long-term reimbursement for dual lodging is not conformance with the intent of the JFTR/JTR.

RETAINED LODGING

There may be times when it is necessary and/or cost effective for an employee on long-term TDY/training to retain lodging at the TDY/training site when returning to the PDS on authorized return home or on leave.

Reimbursement – If approved by the authorizing/order-issuing official, the cost of the retained lodging must be supported by a lease or lodging receipt during the absence from the TDY location. Reimbursement cannot exceed the per diem or AEA plus taxes that would have been paid had the employee remained at the TDY location.

ACTUAL EXPENSE ALLOWANCE

An actual expense allowance allows travelers to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of the per diem rates in <https://secureapp2.hqda.pentagon.mil/perdiem/>

- a. 150% Maximum AEA
- b. 300% Maximum AEA

5. LONG TERM TDY/TAD -

CIVILIAN EMPLOYEES

Long Term Definition: A long term TDY/training assignment is a TDY assignment of more than 180 days or a training assignment of more than 30 days at one location.

In accordance with JTR, par. C4560, ordinarily per diem for such an assignment is paid at a **fixed reduced per diem rate of 55%** of the applicable maximum amount for the TDY/training location, rounded to the next higher dollar. The 55% fixed reduced per diem rate is payable for the entire period, except for days of arrival at and departure from the duty location. Days of arrival and departure are paid on a lodging plus basis in accordance with JTR, par. C4553.

The fixed reduced per diem rate is payable without receipts or itemization of expenses covered by per diem. However, there are many circumstances when a traveler is required to submit lodging receipts/leases to support the payment of lodging, such as when “Dual Lodging” is authorized (see JTR, par. C4555-F), or during authorized returns to the PDS (see JTR, Chapter 4, Part N2) and “Retained Lodging” is authorized (see JTR, par. C4679). Receipts for lodging would also be required if the employee takes leave while performing long-term TDY/Training, and has to retain lodging during that period (see JTR, par. C4561-B3). Additionally, any period covered by an AEA requires lodging receipt to support the payment of the actual cost of lodging, not to exceed the applicable lodging portion of per diem.

“Retained Lodging” and “Dual Lodging” are **NOT** the same thing. These allowances cover different circumstances and each requires specific approval in the travel order/authorization, and receipts are required for lodging since reimbursement is based on the actual cost incurred by the employee.

For exceptions to the fixed reduced per diem rates, see JTR, par. C4561-B. Also see JTR, par. C4550 for obtaining authorization for a different per diem rate (**which must be accomplished before travel begins**).

NOTE 1: If long-term TDY becomes PCS – JTR, par. C3151, C4113 and C4561-A, Note 2, an employee’s entitlement to per diem at the long-term TDY/training location stops on the date the employee receives notice that they are being transferred to the TDY/training location.

NOTE 2: IRS Regulations consider any TDY assignment in excess of one year at one location to be permanent and all payments for such assignments are considered taxable income which will be reported on a W-2 form, and taxes will be withheld (does not apply to military members).

SERVICE MEMBERS

In accordance with JFTR, par. U2145, 55% per diem is not applicable to service members

180 day Time Limitation

Except when authorized under JFTR, par. U2145-B, TDY assignments at any one location are limited to periods of 180 or less consecutive day. Extensions may be directed but are limited to those cases, in which there has been a definite change or unforeseen delays encountered. The exceptions to this limitation are found in JFTR, par. U2145-A.

NOTE: Assignments to a course of instruction of 140 or more days at one location is a PCS, except when the course is authorized as TDY under JFTR, par. U2146-B

TDY Periods in Excess of 180 Consecutive Days

Authorization/approval to exceed the 180-day limitation is required. If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day. Although the member's per diem stops, the TDY location DOES NOT become the member's new PDS automatically on the 181st day.

LONG TERM TDY/TAD GENERAL INFORMATION

ADVANCE OF FUNDS DFAS-PTBFA/CO may issue a travel advance covering the first 45 days of TDY/TAD (at the reduced rate specified above). To request an advance fax a copy of the long-term travel order/authorization (to include the reverse side if applicable) to fax number 614 693-2553 or DSN 869-2553.

FILING PROCEDURES - For extended travel (travel over 45 days) the traveler must submit a claim for every 30-day period.

That claim must be submitted within 5 days after each 30-day period. If the duty begins in the middle of a month, DFAS-PTBFA/CO processes your travel claim for the initial month, to allow you to submit subsequent claims on a calendar month basis.

Subsequent claims should be submitted for 30-day periods. Travel vouchers are to clearly show all travel (including authorized and voluntary returns to the permanent duty station (PDS)/residence, side trips (alternate TDY locations), all other travel to locations other than the PDS, etc.).

All leave and/or returns to the PDS or residence must be shown on the travel claim. Leave or returns to the PDS/residence reduce your entitlement since per diem is not payable in these situations.

NOTE: ADVANCE(S) ORDINARILY WILL BE DEDUCTED FROM THE LAST TWO 30 DAY VOUCHERS UNLESS THE TRAVELER SPECIFICALLY REQUESTS DEDUCTION FROM AN EARLIER PAYMENT. FAILURE TO REQUEST DEDUCTIONS OF ADVANCES PRIOR TO THIS PERIOD COULD RESULT IN ADVANCE DEBT.

6. PER DIEM MEAL RATES - The meal rate travelers are paid is determined by the authorizing/order-issuing official, based on the applicable locality rate and the availability of government meals at the temporary duty location, and/or mission requirements.

The per diem meal options available are:

- **Actual Expense (AEA)** -Must be authorized/approved. The traveler claims the actual meal costs (without alcoholic beverages) incurred.
- **Government Meal Rate (GMR)** – The daily rate (discount or standard) charged for meals in a Government dining facility, Effective 1 January 2005 the daily rate is \$8.90.
- **Deductible Meal Rate** – Meals are provided at no cost to the traveler. When three deductible meals are provided in one day, the incidental expense portion of per diem is paid for that day. The incidental expense rate in the continental United States (CONUS) is \$3 per day. If the traveler is outside CONUS (OCONUS), the incidental expense rate the incidental expense rate paid is the locality expense rate or \$3.50 per day, as applicable.
- **Commercial Meal Rate (CMR)** - The full amount of the applicable locality meal rate, plus the Incidental Expense portion of per diem.
- **Proportional Meal Rate (PMR)** - The average of the standard Government meal rate and the meal portion of the applicable meals and incidental expense rate, rounded to the nearest dollar.
- **Joint Task Force (JTF) Operations** –There are special meal per diem provisions for members and employees when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Travelers are charged and reimbursed the discount GMR plus incidental expense (CONUS \$3.00, OCONUS \$3.50). For military members assigned to a JTF Operation, the JTF Commander/Combatant commander is the only authority that may grant exceptions to the per diem designated for that Operation. Such exceptions are on a case-by-case basis and the authority may not be re-delegated.
- The authorizing/order-issuing official determines that the \$3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality expense rate. The travel order/authorization must state “payment of the locality incidental expense rate”.
- If the authorizing/order-issuing official does not direct the Government meal rate or proportional meal rate for a military traveler, the traveler is reimbursed at the commercial meal rate.

- For civilian travelers, government meals and/or meals included in a registration fee must be indicated on the DD Form 1351-2 (Travel Voucher) or the DD Form 1610 (Travel Order/Authorization).
- Travelers are responsible for satisfying authorizing/order-issuing officials' requirements to make any changes after the travel has been completed.

7. SPLIT DISBURSEMENT - A payment method where the Columbus Center, Travel Payments Branch, submits all or a designated portion of a travel settlement directly to the Government contracted charge card company. **To take advantage of this service, travelers must first have a DD/EFT account set up for travel.**

Split Disbursement is not available for permanent change of station

Travelers using split disbursement receive travel entitlements due them that are over and above the amount sent by split disbursement via electronic funds transfer (EFT).

NOTE: Payroll Direct Deposit does NOT mean your Travel Direct Deposit is established automatically. You must submit separate applications and specifically identify each application as Travel or Payroll. Please contact a Travel Customer Service Representative at 1-800-756-4571, option 4, for forms, facsimile number, or additional information concerning Direct Deposit.

MANDATORY SPLIT DISBURSEMENT

As a result of Public Law 105-264, Travel and Transportation Reform Act, these procedures are effective for travel on and after September 1, 2003.

This applies to military travelers who have the Government Travel Card. These provisions apply to temporary duty travel (TDY) and to partial payments for long term TDY. Most local travel is exempt from required use of the travel card, but if the travel card is used for local travel, split disbursement is to be used.

The traveler designates in Block 1, split disbursement, and the amount to send to the Government Travel Card. The amount designated for split disbursement is to reflect all charges on the card associated with the TDY being settled. It is the reviewer's responsibility to ensure that Block 1 is properly completed before they sign and date the travel voucher. Failure to complete Block 1 may result in the travel voucher being returned, unpaid, for proper completion.

DEFAULT SPLIT DISBURSEMENT

Applies to DoD civilian employees whose bargaining units have bargained default split disbursement.

Is effective for travel on or after September 19, 2003.

Applies to temporary duty (TDY) travel and partial payments for long term TDY.

Civilian travelers must complete Block 1 on the DD from 1351-2. It is the reviewer's responsibility to ensure this block is completed before they sign as a reviewing official on the travel settlement voucher. The travel office disburses travel payments in accordance with the instructions in Block 1 of the DD From 1351-2.

- 8. SUPPLEMENTAL PAYMENTS** - When it is suspected that an error has been made in the computation of a settlement voucher, please contact our Travel Customer Service representatives for information on filing a supplemental claim. To expedite payment the following should be mailed or faxed (614 693-2727, 2554 or 2465 or DSN 869-2727, 2554 or 2465) to the DFAS Columbus Center:

a. A revised DD1351-2 (for items incorrectly claimed/paid, or not claimed on the original voucher). Provide a full explanation of the item(s) of expense in question on the revised claim or a separate sheet of paper.

b. A copy of the Disbursing Advice of Payment computer generated Travel Voucher.

c. A copy of the initial DD1351-2 and continuation pages.

d. A copy of the DD1610 and any amendments (to include reverse side if applicable).

e. A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of the items claimed for which no receipt is available. Statements should reflect, as a minimum, the same information that would have been on the receipt had it been available.

NOTE: FOR BEST FAX RESULTS, MAKE A COPY OF EACH DOCUMENT THAT IS TO BE FAXED, AND FAX THE COPIES YOU MADE. CARBON COPIES DO NOT FAX WELL.

- 9. TAX EXEMPTION CERTIFICATES** - Tax exemption certificates **are not** available through the DFAS Columbus Center. For additional information on tax exemption for Government travel, refer to the PDTATAC web site, <https://secureapp2.hqda.pentagon.mil/perdiem/>. The tax exemption is addressed in the FAQ (Frequently Asked Questions) section of the web page.

- 10. TDY/TAD INDEBTEDNESS** - Travelers should never remit a personal check or money order for payment of a suspected travel indebtedness until they have received a letter of notification of the exact amount of overpayment from DFAS-PTBFA/CO. This letter is very important since it also indicates the proper accounting classification necessary for deposit purposes for our Disbursing Office, and the "remit to" address. In addition, the submission of a personal check or money order prior to the submission of a supplemental claim could result in the collection being improperly applied and the travel indebtedness erroneously remaining outstanding.